

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PRINCIPAL SOCIAL WELFARE EXAMINER**

Jurisdictional Class: **Competitive**
Date Adopted: **Unknown**
Date Revised: **9/1/00**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **18**

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees, a unit or section depending on the organizational structure of the agency. Duties, though similar to those of a senior social welfare examiner, are broader in scale, are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. Work is performed under the general supervision and direction of the Head Social Welfare Examiner, Commissioner, and/or Deputy Commissioner. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the formulation of local policies and procedures which relate to financial eligibility for the various programs administered by the local social services districts;
Interprets Federal, State and local policies and programs as they relate to financial eligibility;
Plans, coordinates, supervises and manages the activities within assigned area of responsibility;
Establishes necessary controls for determining staff performance and makes necessary performance evaluations;
Reviews recommendations made by lower level examiners and approves or disapproves them;
Approves referral of clients to social service section for services;
Maintains cooperative relationships with other units and sections of the agency, through administrative channels;
Maintains contact with community groups and other agencies in area of responsibility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of Federal, State and local social services laws and programs as they affect eligibility for financial assistance; thorough knowledge of the agency's overall programs, policies and procedures; good knowledge of other laws and programs which may affect eligibility, such as Workmen's Compensation, Social Security and Unemployment Insurance; good knowledge of modern principles of supervision; ability to communicate and deal effectively with others; ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance; ability to prepare reports; initiative; tact; judgment; leadership; emotional maturity.

MINIMUM QUALIFICATIONS:

Open Competitive: Four (4) years experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, one year of which has been in a supervisory capacity.

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PRINCIPAL SOCIAL WELFARE EXAMINER**

NOTE: Study in a regionally accredited college or university or one registered by New York State or business college registered by New York State may be substituted for three (3) years of the general experience but not for the supervisory experience on a year for year basis. Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.